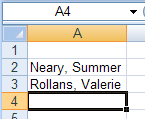
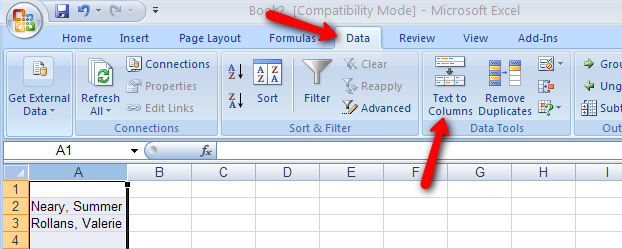
Excel Tips and Tricks

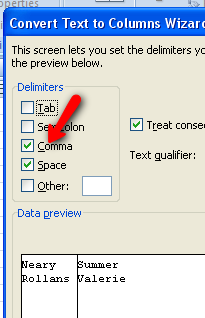
**To separate names from one cell to two**



1. Ensure that the cells next to your names are empty (add a new column if necessary)
2. Highlight the column by clicking in the ‘A’
3. Select Data > Text to Columns



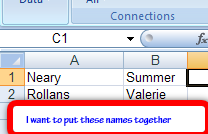
1. Select Delimited > Next
2. Uncheck all boxes except those that show how the names are separated. In this case it is by a comma and space.



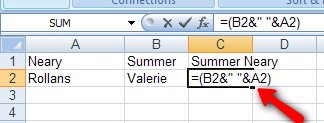
1. Select Next > Finish. Your names should now be separated into two columns.

**To go from two columns into one**

Example:



1. Create empty cells next to the names.
2. In cell C1 (in this example), type the following formula: =(B1&” “&A1)

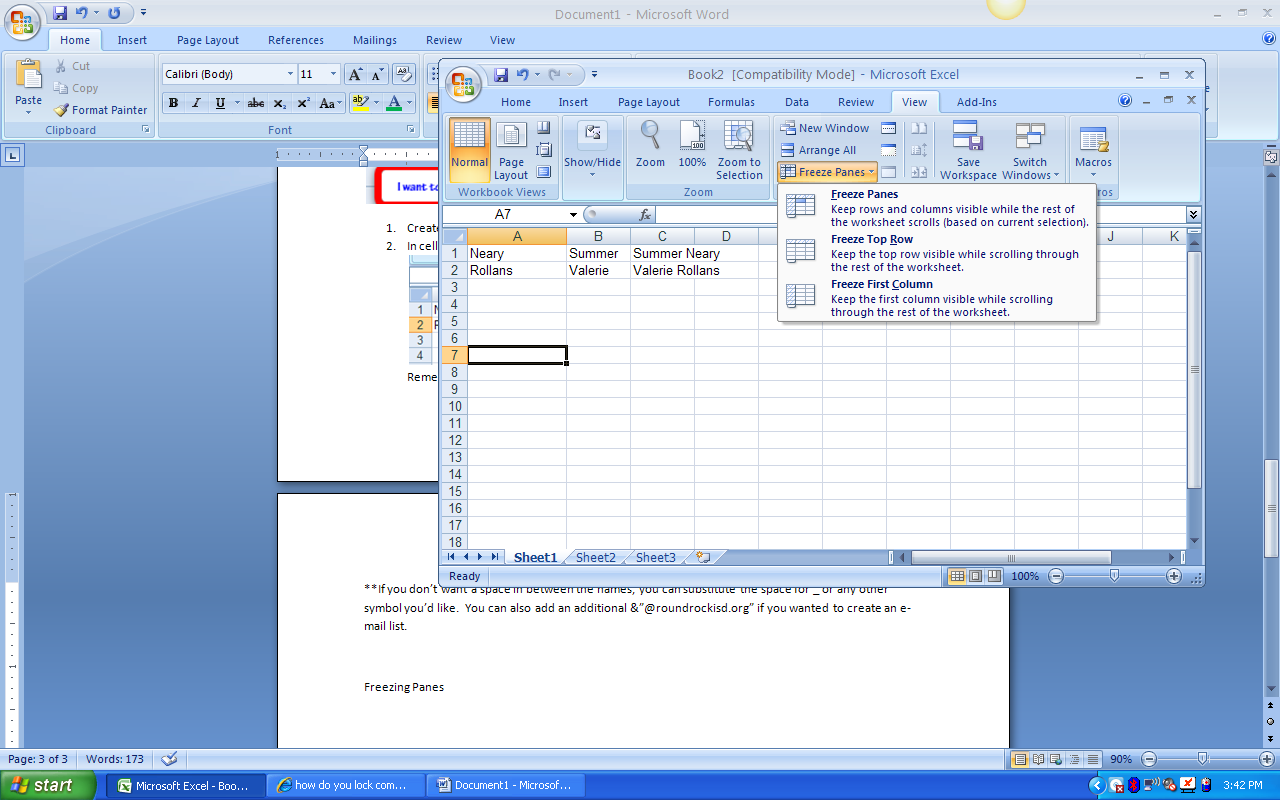


Remember you can use the Fill Series option so that you don’t have to retype the formula.

\*\*If you don’t want a space in between the names, you can substitute the space for \_ or any other symbol you’d like. You can also add an additional &”@roundrockisd.org” if you wanted to create an e-mail list.

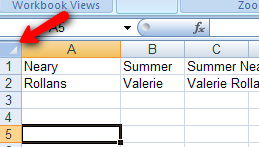
**Freezing Panes**

Remember that if you want to freeze all of the first row and column, then you need to select the first cell that is NOT in that row or column, but touches both. For example, to freeze Row 1 and Column 1, I would select cell B2 then select “Freeze Panes” as shown below.

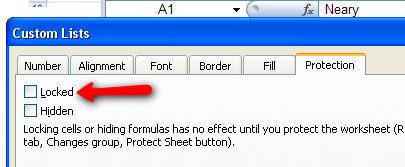


**Locking Cells**

First select all the cells in your document by clicking on the button shown below.

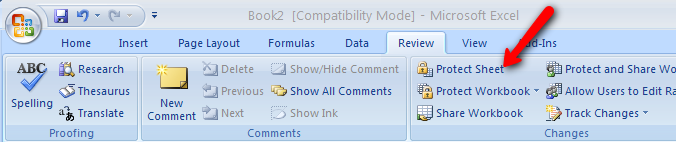


Then right click within your document, select Format Cells, and go to the Protection Tab. Deselect Locked.

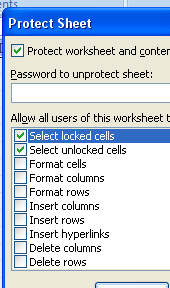


Next select ONLY the cells you want to lock. Right click within those cells, Format Cells, Protection, check Locked.

Finally, select the Review tab and click “Protect Sheet”



Leave the settings as follows:



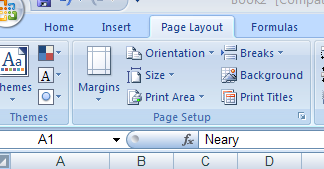
Click OK.

Your cells are locked!

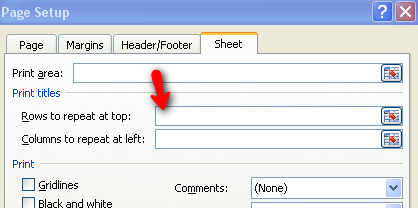
To unlock, simply go to Protect Sheet again…which will now say Unprotect.

**Print Titles**

If you want the titles to print on each page of your document, select Page Layout and click Print Titles.



Click in the “Rows to Repeat at the Top” box, then highlight the row you want to repeat on your spreadsheet. Do the same for columns if you want the columns to print on each page.



**Formulas for changing between upper and lower case**

Remember to have an empty column next to the names you are changing.

To put in proper case: =proper(cell)

To put in lower case: =lower(cell)

To put in all caps: =upper(cell)